



**I. CALL TO ORDER (Sophia Nip)**

President Sophia Nip called the meeting to order at 7:05pm on September 21, 2015, at St. Anne's cafeteria. Present Board members were Sophia Nip, Adrienne Lew, Rose Gee, Christopher Sung, Beverly Perea, Rene Batt, and Scott Spertzel.

**II. OPENING PRAYER (Fr Daniel Nascimento)**

**III. PLEDGE OF ALLEGIANCE (Sophia Nip)**

**IV. WELCOME (Sophia Nip)**

- 4.1 This is Sophia's second time serving as SAPTO Chair
- 4.2 Meetings run according to Robert's Rules of Order
- 4.3 If anyone is not on agenda and wishes to address membership, please do so during Open Discussion. Limit is 2 minutes.
- 4.4 Address concerns or questions about school to Mr White or Sophia, who will gladly address concerns to Mr White or appropriate source.
- 4.5 2015-2016 SAPTO Board Members:  
Adrienne Lew – Vice-Chair  
Rose Gee - Treasurer  
Christopher Sung – Recording Secretary  
Beverly Perea - Financial Secretary  
Rene Batt and Scott Spertzel – Auditors

**V. APPROVAL OF MINUTES (Sophia Nip for Arlene Lim)**

- 5.1 May minutes were just received and will be published on school website and brought forth for approval at October meeting

**VI. TREASURER'S REPORT (Sophia Nip for Rose Gee)**

- 6.1 May 17<sup>th</sup> Balance: \$75,959.03
- 6.2 Deposits: 66,663.60
- 6.3 Disbursements: (56,586.20)
- 6.4 August 31<sup>st</sup> Balance: \$86,111.14
- 6.5 Year-end disbursements approved at May's General Membership meeting were distributed yesterday and are not reflected in the above totals.
- 6.6 Event chairs: Once your event is over, please complete the financial report forms and submit with original receipts to our Financial Secretary, Beverly Perea (c/o Kamrin Perea 4-2). Kindly arrange for drop-off of monies with her. Upon review, she will forward all to our Treasurer, Rose Gee, for deposit and/or check disbursement.

**VII. AUDITORS' REPORT (Sophia Nip for Gary Wu and Alice Herrlin)**

- 7.1 Audit still in progress and report will be provided by 2014-2015 SAPTO Board Auditors, Gary Wu and Alice Herrlin, when complete.

**VIII. PASTOR'S REPORT (Fr. Dan Nascimento)**

- 8.1 Ministry Fair on October 4<sup>th</sup>
- 8.2 Veronica Wong to help educate those interested in learning about our Catholic faith



**VIII. PRINCIPAL'S REPORT (Mr. Thomas White)**

- 9.1 Teachers present tonight are Ms Kelly, Mrs Meek, Mrs Wilson, and Ms Avdalas
- 9.2 Lunch Masters lunch program in full swing.

**X. EVENT CHAIR REPORTS *Out of Order***

**10.1 Teacher Back-to-School Luncheon (Sophia Nip)**

- 10.1.1 Event Chairs: Sophia Nip and Adrienne Lew
- 10.1.2 Luncheon to welcome back faculty and staff took place on Thursday, August 20<sup>th</sup>.

**MOTION** to approve budget of \$400. (m/s/p: Ken Wu, Renee Spertzel)

**10.2 New Parent Dinner (Sophia Nip)**

- 10.2.1 Event Chairs: Sophia Nip and Adrienne Lew
- 10.2.2 Dinner to welcome new parents took place on Thursday, August 20<sup>th</sup>.

**MOTION** to approve budget of \$1,400. (m/s/p: Jean Starks, Kirstin Cook)

**10.3 Ambassador Program New Parent Playdate (Sophia Nip for Pui Yee Law and Ronda Lowe)**

- 10.3.1 Event Chairs: Pui Yee Law and Ronda Lowe
- 10.3.2 Playdate to welcome new students took place on Saturday, August 22<sup>nd</sup>.

**MOTION** to approve budget of \$490. (m/s/p: John Renko, Dena McNulty)

**10.4 Coffee Klatch: (Sophia Nip)**

- 10.4.1 Organizers: SAPTO Board
- 10.4.2 First day of school refreshments for parents. Beverly Perea obtained \$100 Andronico's donation.

**MOTION** to approve budget of \$100. (m/s/p: John Arent, Serena Rizzo)

**10.5 Back-to-School Night (Sophia Nip for Vicki Fung)**

- 10.5.1 Event Chair: Vicki Fung
- 10.5.2 Back to School nights held on September 2<sup>nd</sup> and 3<sup>rd</sup> and Vicki Fung was event chair.

**MOTION** to approve budget of \$450. (m/s/p: Renee Spertzel, Mike McNulty)

**10.6 5K Walk (Bonnie Cheng)**

- 10.6.1 Event Chair: Bonnie Cheng
- 10.6.2 Will be held on Friday, October 23<sup>rd</sup>.

**MOTION** to approve budget of \$8,500. (m/s/p: Ken Wu, Kern Lee)

**10.7 Parish Festival (Kathy Aclan)**

- 10.7.1 Event Chairs: Kathy Aclan, Carol Quan, Min Min Sun, and Linda Eason
- 10.7.2 Festival will take place on Friday, October 23<sup>rd</sup> thru Sunday, October 25<sup>th</sup>

**XI. COMMITTEE REPORTS *Out of Order***

**11.1 Sunshine Correspondence: (Sophia Nip for Freda Pon)**

- 11.1.1 Coordinator (2014-2015 and 2015-2016): Freda Pon
- 11.1.2 2014-2015 Budget for this was not presented last year.

**MOTION** to approve \$64.72 reimbursement for Sunshine expenses during 2014-2015. (m/s/p: Bonnie Cheng, Joanne Wong)

**MOTION** to approve budget of \$150 for 2015-2016. (m/s/p: Alice Herrlin, Bonnie Cheng)



**11.2 Hospitality Sunday: (Sophia Nip for Michelle Liwanag)**

11.2.1 Coordinator: Michelle Liwanag

11.2.2 SAPTO is responsible for hosting coffee & pastries after mass on all 1<sup>st</sup> Sundays.

**MOTION** to approve budget of \$300. (m/s/p: Bonnie Cheng, Ken Wu)

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**11.3 Scrip: (Ken Wu)**

11.3.1 Coordinator: Ken Wu

11.3.2 Gift cards may be purchased on Friday mornings before school in yard or on Tuesdays-Thursdays with Mrs Finnegan in office from 8:30-9:00am.

**11.4 Morning Dropoff: (Esther Lam)**

11.4.1 Coordinator: Esther Lam

11.4.2 Assist with keeping the traffic flowing and keeping the students safe. Spots to signup are still available.

**11.5 Afterschool Treats: (Sophia Nip for Kimmy Goldkrantz)**

11.5.1 Event Chair: Kimmy Goldkrantz

11.5.2 Monthly after school treats. First AST will be root beer floats for \$1 on Friday, Oct. 9<sup>th</sup>

**11.6 Uniform Exchange: (Sophia Nip for Connie Ng)**

11.6.1 Coordinator: Connie Ng

11.6.2 Uniform Exchange will be held at all SAPTO meetings this year.

**11.7 SAPTO Meeting Dinner Coordinator: (Sophia Nip)**

11.7.1 Coordinator: **OPEN**

11.7.2 This month, we are thankful to Ann Nip, for providing dinner tonight.

11.7.3 All future months are OPEN for volunteers. We still need an event chair or group of chairs for this and would appreciate even a **one-time** commitment.

**MOTION** to approve budget of \$500 for each month's SAPTO meeting dinner. (m/s/p: Renee Spertzel, Travis Brown)

**11.8 SAPTO Meeting Volunteer Coordinator: (Sophia Nip for Sallie Palmer)**

11.8.1 Coordinator: Sallie Palmer

11.8.2 This is a new position this year to provide consistent leadership for the service part of our SAPTO meetings in coordination with our sponsoring grade each month.

11.8.3 Many thanks to our 7<sup>th</sup> grade parents tonight's service!

**11.9 Library: (Sophia Nip for Amy Ong)**

11.9.1 Coordinator: Amy Ong

11.9.2 Library volunteers during class time and lunch periods are needed. Grades K-5 have designated library time each week but grades 6<sup>th</sup>-8<sup>th</sup> do not, so lunch is their only time to check out books. Without parent volunteers to supervise during these time periods, the library remains closed.

**11.10 Health Room: (Sophia Nip for Jea So)**

11.10.1 Coordinator: Jea So

11.10.2 Morning and afternoon shifts for the Health Room are still available

**11.11 Toner Recycling: (Sophia Nip for Nancy Ly)**

11.11.1 Coordinator: Nancy Ly

11.11.2 Please deposit your toner cartridges for recycling in the bin next to the Lost and Found in the cafeteria.



11.11.3 SAPTO receives a redemption value for each cartridge submitted.

**11.12 Room Parents: (Sophia Nip)**

11.12.1 Room Parent Coordinators

11.12.1.1 Sophia Nip- Upper Grades (5<sup>th</sup>-8<sup>th</sup>)

11.12.1.2 Adrienne Lew- Lower Grades (K-4<sup>th</sup>)

11.12.2 Room Parents needed for classes

11.12.1 Ms O'Keefe's 3-1 class

11.12.2 Ms Avdalas' 4-1 class

**XII. OTHER REPORTS *Out of Order***

**12.1 Volunteer Spot: (Sophia Nip)**

12.1.1 Events are updated on our school website. Click on big green button to view events and sign up at each event link. Please contact appropriate event chair for questions as they manage their own signups.

**MOTION** to approve budget of \$99 for annual renewal fee. (m/s/p: Bonnie Cheng, Gina Whelchel)

**12.2 SAPTO supplies: (Sophia Nip)**

12.2.1 SAPTO supplies were completely depleted.

**MOTION** to approve budget of \$500. (m/s/p: Maria Shearer, Lil Libadia)

**12.3 Chair Openings: (Sophia Nip)**

12.3.1 Event Chairs are still needed:

12.3.1.1 **Catholic Schools Week Open House Refreshments**

12.3.1.2 **1<sup>st</sup> Communion Reception**

12.3.1.3 **Confirmation Reception**

12.3.1.4 **8<sup>th</sup> Grade Dinner Dance**

12.3.1.5 **8<sup>th</sup> Grade Graduation Reception**

12.3.2 Please let Sophia know if you are interested.

**XIII. OPEN DISCUSSION (Sophia Nip)**

13.1 Next meeting is Monday, October 19<sup>th</sup> at 7:00pm.

13.2 Sixth grade is sponsoring next meeting.

**XIV. GUEST SPEAKER (Shawn of Nit Control)**

14.1 Shawn of NitControl spoke about lice.

14.1.1 This is a problem present at every school.

14.1.2 Some ways to prevent spread are for girls to wear hair in bun or boys can cut hair very, very short

14.1.3 Should go to authorized place to take care of lice as many over the counter remedies do not work.

**XV. ADJOURNMENT (Sophia Nip)**

**MOTION** to adjourn meeting at 8:20pm. (m/s/p: Rene Batt, Min Min Sun)

*Respectfully submitted:*  
Chris Sung, Recording Secretary  
October 2015